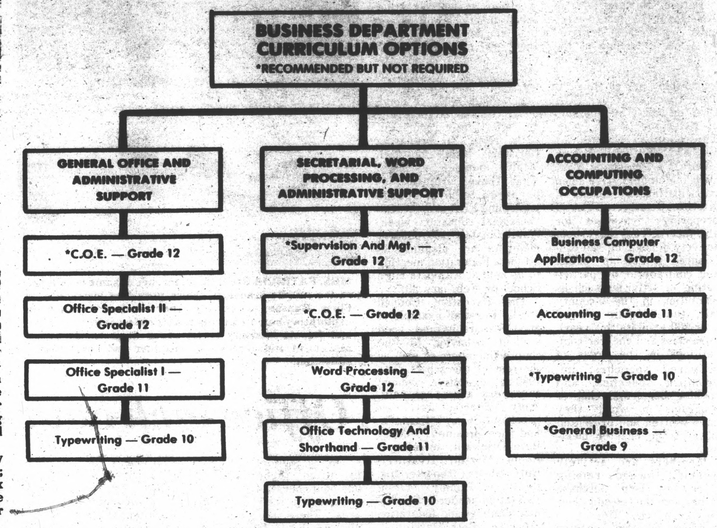
Management principals vital for business career

For several years, the Business Department has felt the need to offer a course in management principles to those students who plan to continue their education in a business career. Future business administration/management majors are not the only ones who need a basic course in management to prepare them for more advanced study in college. Today's corporatons are beginning to recognize that secretaries also need to be aware of principles of getting work done through other people. Today's secretaries are becoming tomorrow's middle-management employees and supervisors.

Office Supervision and Management is now offered as a one-year single-period course that emphasizes the concepts and practices of office management. This twelfth-grade level course is designed to demonstrate that knowledge of management techniques equips an individual to contribute effectively to the overall goals of an organization. The course focuses on the managerial functions of planning, controlling, organizing, staffing, and directing. Emphasis is given to solving problems through group interaction and individual presentations to groups. The course also covers basic economic concepts and managerial computer applications.



Computers are integral part of ACHS training

Computers are rapidly sweeping the country. Everywhere we go we see computers at work in the grocery stores, department stores, offices, and in most all types of business. Appomattox County High School is no exception. Our business department is equipped with 16 microcomputers and 8 printers for students use. Students have found that the growing need for computer knowledge is of great importance to them. Sixty-four seniors are enrolled in the Business Computer Applications Class taught at the high school. Areas covered in the BCA class are in computer literacy, BASIC programming, logic, and debugging. Emphasis is placed on software available for the microcomputer and for jobs students can qualify after graduation. Approximately 80% of the classroom time is spent on the computers. The remainder 20% is spent on developing software before keying, and special projects.

The country is constantly growing in this moders age; and students at Appomattox County High School will be ready to face the "Computer Age".

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Word processing now taught locally

Our society has become very production - oriented. Factory work has become more automated throughout the past twenty years, leading to increased efficiency. The office of today (and tomorrow) is also undergoing rapid change. One of these changes is the introduction of word processing (W/P). What does this term really mean? An excellent definition is that Word Processing is a system that converts ideas to readable communication by coordinating people, machines, procedures, and environment.

In our school system we offer a course called "Word Processing." This course is offered at the twelfth-grade level to students who have completed Shorthand and Office Technology I in the junior year. This one-period course builds shorthand and machine transcription skills, basic English and communication skills, and W/P applications on the microcomputer.

Will the traditional secretary be replaced by a machine? The answer is an overwhelming "no"! The traditional secretary will be freed from many of the repetitive, boring tasks that consume so much time and will be able to take on more interesting, challenging work that will make the secretarial role more enticing to both men and women. Word processing is one way of accomplishing the goals of increased efficiency in the office as well as creating more challenging work for the secretary.

Accounting vital

The methods used to keep the books of a business may have changed, but accounting concepts are still alive and dong well. Whether we are working in a business preparing financial statements or maintaining our own checkbooks at home, accounting is a relevant part of life. Junior and seniors at Appomattox County High School realize this need and 58 students are enrolled in this very comprehensive first-year course. Students learn to journalize and analyze transactions for a service business. A good deal of time is spent on learning how to properly keep books for a merchandising business. Students do not just prepare financial statements; they analyze the results of these statements in the same way that management does in business. A practice set is used to give the students a feel of how transactions, postings, financial statements, and analysis are performed in a business for a month.

This course gives a good foundation in accounting practices and principles.

MRS. SANDRA ANDERS (left), instructor of business education at Appomattox Middle School, explains a point in world processing to Janet Baker (center) and Debbie Walker, seniors in the secretarial administration option at the high school. Students in both the office specialist and secretarial administration options all receive word processing on microcomputers located in the business education department. Keeping up with the rapidly changing technology is a real challenge facing business education teachers.

COE trains on the job

C.O.E. is the supervised, on-the-job instruction phase of an occupational preparation program in business. Seniors accepted into this program attend classes part of the day and work in an office the remainder of the day. This course is optional for the Secretarial and General Office Occupation options and counts as one credit towards graduation requirements.

C.O.E. is based on the principle that on-the-job training, with competent supervision, provides the best learning experience for the student. There is no better environment for a student to develop an understanding of employment opportunities and responsibilities than in an actual job situation.

(Continued on page 14)

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